



Baker County Board of Commissioners

Maintenance Assistant

JOB OVERVIEW

Performs custodial and light repairs/maintenance to County facilities or equipment. Assists Parks and Recreation Department when needed. Full time position. Job duties must be performed at jobsite.

MINIMUM QUALIFICATIONS

Graduation from high school or possession of a GED Certificate; and Possession of a valid Driver License.

CORE COMPETENCIES

- **Customer Commitment** - Proactively seeks to understand the needs of our customers and provide the highest standards of service.
- **Dedication to Professionalism and Integrity** - Demonstrates and promotes fair, honest, professional, and ethical behaviors that establishes trust throughout the organization and with the public we serve.
- **Organizational Excellence** - Takes ownership for excellence through one's personal effectiveness and dedication to the continuous improvement of our operations.
- **Success through Teamwork** - Collaborates and builds partnerships through trust and the open exchange of diverse ideas and perspectives to achieve organizational goals.

JOB SPECIFIC COMPETENCIES

- Working knowledge of accepted methods, practices and procedures used in the repair and maintenance of buildings, grounds and related systems and equipment.
- Assist with monitoring park grounds and equipment.
- Ability to work effectively with inmate crew. Must pass Dept of Corrections background check.
- Ability to communicate effectively both orally and in writing.
- Ability to read and understand job related material.
- Ability to lift weights up to sixty (60) pounds.
- Ability to follow oral and written instructions.
- Ability to drive a tractor.
- Carpentry skills and some maintenance knowledge required.
- HVAC system repair knowledge a plus.
- Ability to work in various climates including outdoors.

REPRESENTATIVE DUTIES

Note: The following duties are illustrative and not exhaustive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Depending on assigned area of responsibility, incumbents in the position may perform one or more of the activities described below.

- Assists Maintenance Supervisor in the repair, maintenance and cleaning of buildings, grounds and related systems and equipment.

- Helps maintain and repair park structures including picnic shelters, tables, boardwalks, docks, gates, fences, restrooms, and other facilities by performing semiskilled carpentry, plumbing, painting, masonry, electrical and other building maintenance work.
- Maintains park grounds by planting sod, mowing, and edging lawns, planting, trimming, and watering trees and plants, spraying pesticides and fertilizers, clearing trails and performs other gardening and grounds keeping tasks.
- Helps maintain and repair County's air conditioners.
- Cleans and supplies restrooms, picnic shelters and other facilities; collects and empties trash and removes debris.
- Performs other related duties as required.
- Reports to the Maintenance, Parks & Recreation Director.

This classification description is not intended to be, nor should it be construed as an all-inclusive list of the duties associated with a particular position. Management may require incumbents to perform job duties other than those contained in this document at any time.